

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: November 16, 2006

LEAVE ACCOUNTING LETTER #06-013
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services DivisionRE: **STATE DISABILITY INSURANCE (SDI) TRANSACTION CODES**

The Department of Personnel Administration's PML memo 2006-042, dated November 06, 2006, announced SDI program changes for SEIU rank and file employees in Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21. Effective July 1, 2006, employees in these Bargaining Units may elect to use a maximum of 40 hours of leave credits per month to supplement their SDI benefits.

In response to this change, the following transactions have been modified effective July 1, 2006:

<u>Transaction Code</u>	<u>Previous Name</u>	<u>New Name</u>
RN	RESTORE – NDI	RESTORE NDI OR SDI
SN	USE-NDI SUPP	SUPPLEMENT NDI OR SDI

Valid Benefits: AL, CT, EX, HC, HI, LD, OC, PA, PH, PL, PR, PV, SL, VA, VT

“RN” and “SN” transactions posted to the July 2006 leave period or after, will display with the new transaction name and should be used for all employees supplementing/restoring time while on SDI or NDI. These transactions can be entered via CLAS, the Payroll Input Process System (PIP) or magnetic tape. For further details regarding SDI supplementation, please refer to the Department of Personnel Administration's memo 2006-042 and the State Controller's Office Payroll Letter 06-025.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS: MM:CLAS